



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

SENIOR ACCOUNTING OFFICER, SPECIALIST

\$4,400 - \$5,508

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for the coordination, development, analysis, and maintenance of the securities held on deposit by the State Treasurer's Office (STO) and outside depositories; act as a departmental liaison between STO and outside depositories in resolving the more complex security deposit issues; act as a liaison with Administrative Systems Unit and Bureau Website Coordinator in maintaining and updating the Securities Database and the securities information posted on CDI's Intranet and Internet web-sites; make recommendations to management for streamlining the securities processes and procedures as needed; and act as lead person over the Securities Transaction Unit within the Tax and Securities Section of the Accounting Services Bureau.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in State accounting principles, methods, and procedures.
- Ability to plan, organize, multi-task, and establish work priorities to meet deadlines.
- Ability to work independently as well as work cooperatively as a team member.
- Ability to be flexible in adapting to changes in priorities, work assignments and other interruptions to effectively respond to demanding situations and to complete projects and assignments.
- Knowledge of general government accounting, budgeting, and fiscal control methods.
- Excellent oral, written, and analytical skills;
- Knowledge of Microsoft Windows – Words, Excel, and Access.

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Accounting Officer, Specialist level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Senior Accounting Officer, Specialist #413-192-4567-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.**

10/28/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

Consumer Hotline (800) 927-HELP • Producer Licensing (800) 967-9331



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Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or email brownt.@insurance.ca.gov.

FINAL FILING DATE: November 11, 2013, Close of Business (5:00 p.m.)

Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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